

Southside Planning District Commission

FY-2020 Rural Transportation Planning Work Program

July 01, 2019 – June 30, 2020



Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2020 each planning district commission / regional commission that has rural area will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

FY 2020 - Program Administration (\$6,000.00)

Background and Objective: The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

1. Administrative and Work Program Development - \$6,000.00

- Prepare quarterly reports, invoices and other bookkeeping tasks; solicit input for proposed work; prepare FY-2021 Work Program documents; secure approvals from all appropriate agencies/committees as necessary; attend workshops and advisory meetings as necessary.

SPR Funds (80%)	\$4,800.00
PDC Funds (20%)	\$1,200.00
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Total Budgeted Expenditure for Program Administration	\$6,000.00

FY 2020 - Program Activities (\$66,500.00)

Background and Objective: Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

1. Grant Preparation - \$19,000.00

- Prepare and assist with Enhancement Grants, Smart Scale and other transportation related grant applications, and revenue sharing and urban monies applications, if requested by the fifteen localities within Planning District 13. Informational meetings will be held when necessary.

2. Rural Long Range Transportation Plan - \$1,000.00

- Finalize the on-going update to the Rural Long Range Transportation Plan. The plan will be adopted by the Southside Planning District Commission and copies distributed to all localities.

3. Regional Bicycle, Pedestrian and Trails Planning - \$21,000.00

- Continue the update and consolidation of the two existing bike plans within the Planning District (Halifax County Trails, Bicycle & Pedestrian Plan – 2004 and the Lake Country Bicycle, Pedestrian and Trails Plan – 2007) into one regional plan.
- Continue planning efforts in support of the development of the Tobacco Heritage Trail as needed.
- Collect GPS data on the completed segments of the Tobacco Heritage Trail.

4. Consolidate Existing Bicycle and Pedestrian Recommendations into GIS Shapefile - \$4,200.00

- Assemble bicycle and pedestrian recommendations from comprehensive plans and standalone bicycle and pedestrian plans into a GIS shapefile. TMPD will provide the standardized format in which data is to be submitted.

5. Assist TMPD in Updating a Comprehensive Plan Database - \$4,200.00

- Assist VDOT's Transportation Mobility and Planning Division with updating a database containing information from localities comprehensive plans.

6. Administer Title VI Program - \$6,300.00

- Continue to administer the SPDC's Title VI program, including: process any complaints, conduct annual review of program and submit annual report, attend

and/or facilitate training, collect relevant statistical data, monitor any sub-recipients, and eliminate any discrimination that is identified.

- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.

7. Other Technical Assistance and Participation - \$10,800.00

- Participate in VTrans and Smart Scale webinars and meetings.
- Participate in the Fall Transportation Meeting for the Richmond and Lynchburg Districts. Provide a display to serve as outreach to the region’s citizens.
- As needed, provide assistance, support, and/or data for transportation related planning activities to local jurisdictions, public officials and the community.
- Participate with the MPO’s and VDOT on meeting performance measure goals as necessary.
- Keep the SPDC website (www.southsidepdc.org) updated and current regarding transportation planning.
- Provide support and assistance with the Tobacco Heritage Trail website, maps and social media page(s) as necessary.
- Utilize GIS, GPS, maps, data and/or provide technical assistance when requested by localities for transportation, bicycle and pedestrian related projects.
- Participate in any additional outreach meetings that may arise and provide and/or review data as requested by VDOT throughout the fiscal year.

SPR Funds (80%)	\$53,200.00
PDC Funds (20%)	\$13,300.00
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Total Budgeted Expenditure for Program Activities	\$66,500.00

<u>FY-2020 Budget Summary Tasks</u>	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<u>Program Administration</u>			
1. Prepare quarterly reports, invoices and other bookkeeping tasks; solicit input for proposed work	\$1,200.00	\$300.00	\$1,500.00
2. Prepare FY21 Work Program documents	\$1,200.00	\$300.00	\$1,500.00
3. Secure approvals from all appropriate agencies/committees, as necessary	\$1,200.00	\$300.00	\$1,500.00
4. Attend workshops and advisory meetings as needed	\$1,200.00	\$300.00	\$1,500.00
Total Budgeted Expenditure for Program Administration	\$4,800.00	\$1,200.00	\$6,000.00
<u>Program Activities</u>			
1. Grant Preparation	\$15,200.00	\$3,800.00	\$19,000.00
2. Rural Long Range Transportation Plan	\$800.00	\$200.00	\$1,000.00
3. Regional Bicycle, Pedestrian and Trails Planning	\$16,800.00	\$4,200.00	\$21,000.00
4. Consolidate Existing Bicycle and Pedestrian Recommendations into GIS Shapefile	\$3,360.00	\$840.00	\$4,200.00
5. Assist in Updating Comprehensive Plan Database	\$3,360.00	\$840.00	\$4,200.00
6. Administer Title VI Program	\$5,040.00	\$1,260.00	\$6,300.00
7. Other Technical Assistance and Participation	\$8,640.00	\$2,160	\$10,800.00
Total Budgeted Expenditure for Program Activities	\$53,200.00	\$13,300.00	\$66,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00